

# City of Glendale

## Window Replacement Information and Submittal Requirements

### General Information

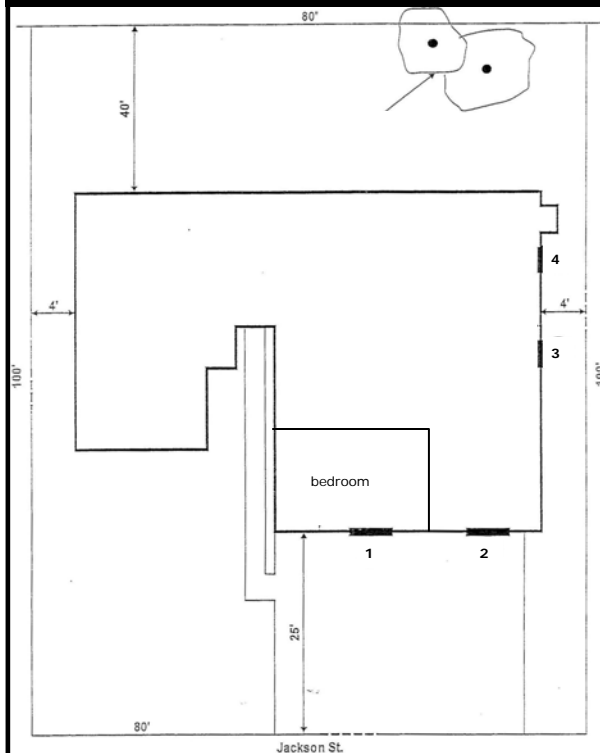
- **Do not buy or install any windows before you get a permit!**
- **A building permit is required for all window replacements in Glendale at all types of buildings (residential, commercial, etc.).**
- Windows installed without a permit may need to be removed and replaced with appropriate windows. In addition, fees are doubled for work performed without permit.
- The design of the windows you propose will be reviewed by Planning Division staff as part of the permit process. This design review applies only to window openings that are visible from the street - usually just the front of the building and the visible parts of the sides.
- Window replacements that are not visible still require a building permit.
- For houses, apartments, and condominiums, staff uses the Draft Design Guidelines for Residential Window Replacement. Proposals that meet the Guidelines can be approved by staff "over the counter." Any proposal that cannot be modified to meet the Draft Guidelines must be considered by the Design Review Board. Non-residential buildings are reviewed on a case-by-case basis.
- Find the Draft Guidelines at: <http://www.ci.glendale.ca.us/planning/CounterForms/WindowReplacement/DraftWindowReplacementGuidelines.pdf>
- These guidelines do not apply to properties listed on the Glendale Register or located in designated historic districts - contact the Historic Preservation Planner at (818) 548-2140 for more information.
- New windows must also meet specific energy efficiency guidelines (see page 3).

### Submittal Requirements

- To get a building permit to replace windows, come to the Glendale Permit Services Center at the Glendale Municipal Services Building - 633 E. Broadway, Room 101, Glendale, 91206. If you need more information, please call (818) 548-3200.
- Please bring:
  - 1) Photographs of the overall building and the windows to be replaced (see page 2).
  - 2) Site Plan - a line drawing of your property showing the structure and the locations of replacement windows (see page 2).
  - 3) Window Schedule - a chart that describes the existing and proposed windows (see pages 4 and 5).
  - 4) Product Information - materials that show what the new windows will look like. This can be a brochure from the manufacturer (with specific features of your proposed windows highlighted) or a specification sheet from the company that makes or sells the windows.
  - 5) For condominiums: bring letter of approval from Homeowners Association indicating that proposed windows match (or will become) the building standard.
- See pages 3 and 4 for information about special requirements for bedroom windows and locations where tempered glass must be used.

# Site Plan and Photographs

## Site Plan



- Draw a site plan on an 8-1/2" x 11" piece of paper that shows an outline of the structure in relation to the lot boundary.
- Highlight location of all windows - mark any window to remain as "Existing" or "(E)"
- Number windows to correspond to Window Schedule (see page 4)
- Show locations of all bedrooms
- Show street(s) adjacent to property

## Photographs

You will need to bring several photographs of the property to help staff review your proposal.

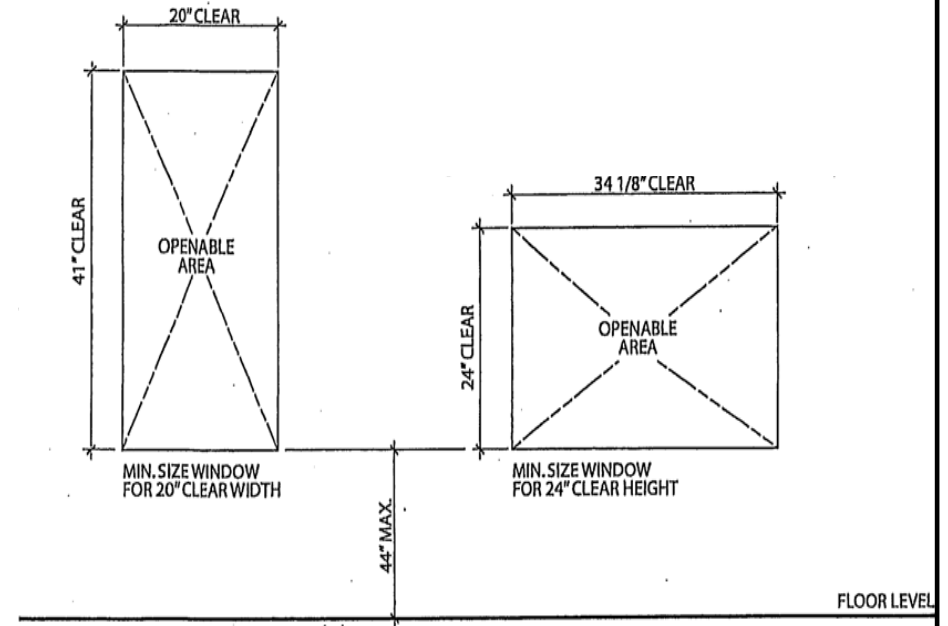
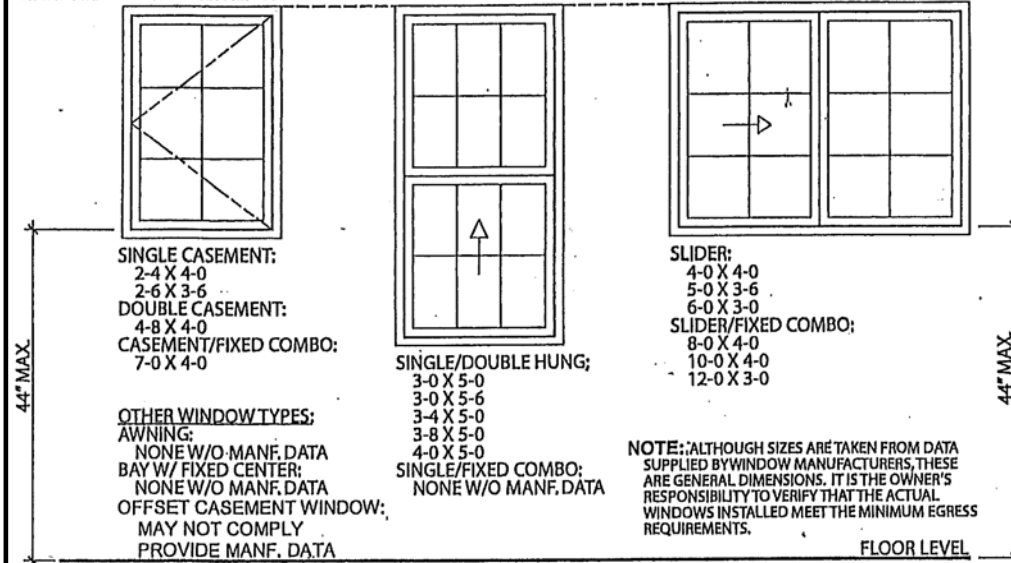
- Overview photo taken from the sidewalk directly in front of the building (take more for larger buildings)
- 2 or more photos taken from the sidewalk toward each side façade - this will tell us whether the side windows are visible from the street or not
- Close up views of all windows (or groups of windows) to be replaced
- Number all windows in the photos to correspond to the numbers on the site plan and window schedule
- All photos must be 4" x 6" minimum. Photo paper or plain paper are acceptable (for plain paper, include 2 photos per page)

# Emergency Escape and Rescue Window Information

At least one (1) window in every bedroom must meet the minimum requirements for exiting in case of an emergency.

THE FOLLOWING WINDOW SIZES WILL BE THE MINIMUM ALLOWED FOR EGRESS UNLESS MANF. DATA IS SUPPLIED:

STANDARD 6'-8" HEADER HEIGHT



## Required Dimensions:

- 20" clear minimum width and 24" clear minimum clear height
- 5.7 square feet minimum openable area EXCEPT 5.0 square feet minimum at grade-floor openings
- Bottom of clear opening not more than 44" measured from the floor

## Energy Efficiency Standards

### New Windows Must Meet the Following Requirements:

- 0.40 maximum U-factor
- 0.40 maximum Solar Heat Gain Coefficient (SHGC)
- Single-pane windows only permitted if these standards are met (generally through application of e-coating)
- Owner must leave NFRC labels on windows for inspection

# Window Schedule Instructions





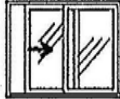

These instructions will help you accurately fill out the window schedule that is required for you to get a permit to replace windows. A blank window schedule is included in this window replacement package.

To download a type-in blank form, go to: [www.ci.glendale.ca.us/planning/CounterForms/WindowReplacement/WindowScheduleForDownload.xls](http://www.ci.glendale.ca.us/planning/CounterForms/WindowReplacement/WindowScheduleForDownload.xls)

## Sample Window Schedule

1		2		3		4		5		6	7	8		9		10	11	12	13	14
Window Number	Quantity	Existing Width x Height	New Width x Height	Existing Material	New Material	Visible from the street? Y/N	Existing Operation	New Operation	New Frame Type	External Grid (SDL) Y/N	Keep Existing Sill & Frame? Y/N	Build New Sill & Frame? Y/N	Existing Edge Detail	New Edge Detail	Bedroom? Y/N	Energy Efficient? Y/N	Tempered Glass? Y/N	Fire Hazard Zone? Y/N	Window within 18" of floor or 40" of door? Y/N	
1	1	24"x36"	24"x36"	Wood	Fiberglass	Y	Double Hung	Single Hung	Block	Y	N	Y	Moulded Wood	Moulded Wood	Y	Y	N	N	N	
2	1	24"x36"	24"x36"	Wood	Vinyl	N	Casement	Single Hung	Block	N	N	Y	Moulded Wood	Flat wood	N	Y	N	N	N	

## Instructions to Complete Each Column

<p><b>1</b></p> <ul style="list-style-type: none"> <li>Use one row for each window OR, if two or more windows are identical, you can give them each the same window number and then indicate the quantity.</li> <li>Put window number on plot plans and photos type</li> </ul>	<p><b>7</b></p> <ul style="list-style-type: none"> <li>Only external grids (aka simulated divided lights or SDL) can be approved at windows visible from the street.</li> <li>If grids are proposed, please include a sketch indicating their pattern.</li> <li>If your existing windows have grids, you usually don't need to propose new grids - check with Planning Division staff.</li> </ul>
<p><b>2</b></p> <ul style="list-style-type: none"> <li>Indicate the height and width in inches — this will help us know whether any openings are changing in size.</li> </ul>	<p><b>8</b></p> <ul style="list-style-type: none"> <li>If wood sills and frames are still present, you should either keep them or repair/replace them in kind.</li> <li>If the opening has been altered (for example, recessed wood windows were replaced at some point with flush-mounted aluminum windows), you will need to rebuild the opening with a new sill and frame.</li> </ul>
<p><b>3</b></p> <ul style="list-style-type: none"> <li>What materials are the old and new windows made of?</li> </ul>	<p><b>9</b></p> <ul style="list-style-type: none"> <li>Indicate existing trim around the edge of the window, if any, in the first column and your proposed trim, if any, in the second.</li> <li>Typical trim types include: flat wood casing, moulded wood casing, stucco "bullnose" (rounded edge), or no trim.</li> </ul>
<p><b>4</b></p> <ul style="list-style-type: none"> <li>Can the window be seen from the street? This includes side façade or any other area that can be seen if you're looking at your property from the street.</li> </ul>	<p><b>10</b></p> <ul style="list-style-type: none"> <li>Is the window in a bedroom? If so, at least one window per bedroom must meet Building &amp;</li> </ul>
<p><b>5</b></p> <ul style="list-style-type: none"> <li>How do the old and new windows open and close? See drawings below for example.</li> </ul> <div>  <p><b>Double hung</b> (both parts move up/down)</p>  <p><b>Single hung</b> (bottom part move up/down)</p>  <p><b>Casement</b> (swings in/out)</p>  <p><b>Slider (XOX)</b> (sliders at sides, fixed at center)</p>  <p><b>Slider XO</b> (slider (x) on one side, fixed (O) at other)</p>  <p><b>Fixed</b> (does not move - often part of a larger group of windows)</p> </div>	<p><b>11</b></p> <ul style="list-style-type: none"> <li>Window must meet minimum energy efficiency standard: 0.40 U-factor and 0.40 Solar Heat Gain Coefficient (SHGC)</li> <li>E-coating required if the proposed window is single pane.</li> </ul>
<p><b>6</b></p> <ul style="list-style-type: none"> <li>What kind of frame will the new window have? Common types include Block (for recessed windows) and Nail-in (aka "new construction" - for flush-mounted windows).</li> <li>Z-bar (aka "retrofit" windows - often cannot be approved for windows visible from the street - check with Planning staff).</li> <li>See Draft Window Replacement Guidelines for information about the most appropriate type of replacement frame (you'll find the web address/link on page 1)</li> </ul>	<p><b>12</b></p> <ul style="list-style-type: none"> <li>Will tempered glass be used?</li> </ul>
	<p><b>13</b></p> <ul style="list-style-type: none"> <li>If the subject property is located within a Fire Hazard Zone, tempered glass is required.</li> <li>For a list of addresses within this zone, please go to: <a href="http://fire.ci.glendale.ca.us/images/fireprev_1/fire_hazard_street_index.htm">http://fire.ci.glendale.ca.us/images/fireprev_1/fire_hazard_street_index.htm</a></li> </ul>
	<p><b>14</b></p> <ul style="list-style-type: none"> <li>If the proposed window is within 18 inches from the floor or 40 inches from a door, tempered glass is required.</li> </ul>

[illegible]